Website User Guide:

Reports

Contents

PSW User Guide: Reports

The Reports feature is a great way to keep track of the transactions that have been made to participants' accounts.

Please note that the reports in our system are based on contributions that have been processed through the NBS system. Any contributions, corrections, or changes made directly with Ameriprise, as well as any gains, losses, or withdrawals will not be shown in our reports.

The reports are calendar-year based and may contain previous year contributions if they were paid and/or posted during the selected calendar year.

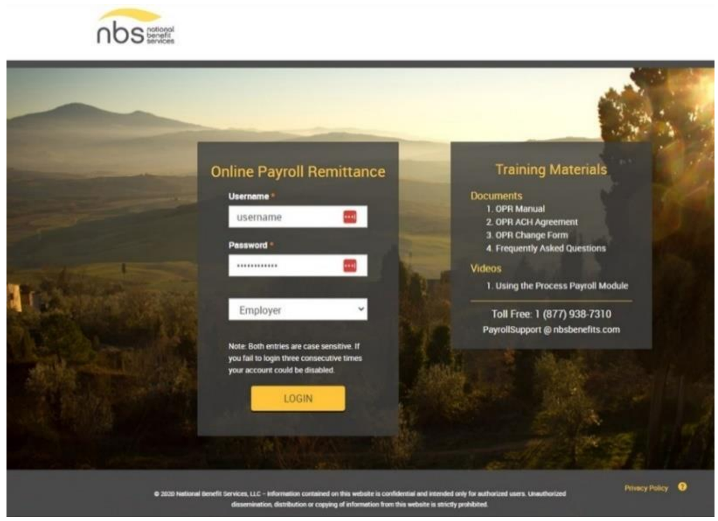
Log in to the Website

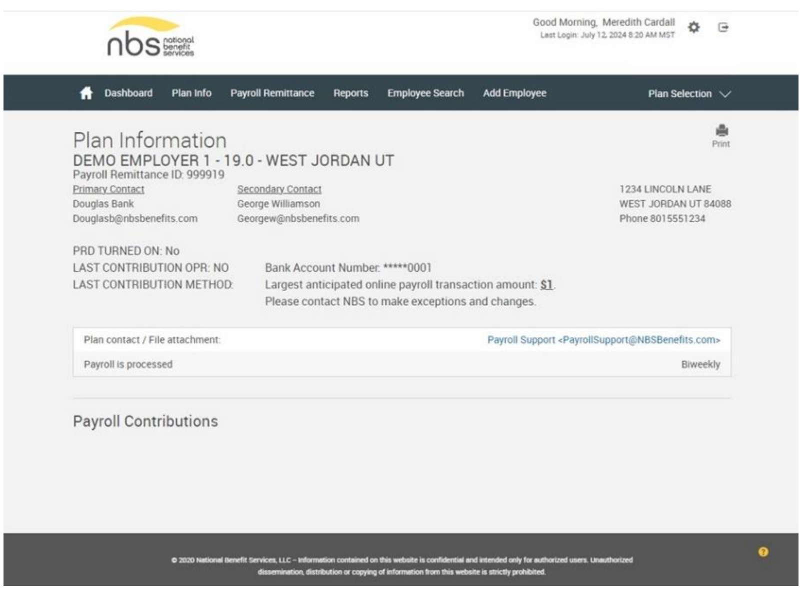
https://www.nbspayroll.com/

Enter your username and password.

Click "Login."

Verify your identity using multi-factor authentication (MFA) if it's enabled for your plan.

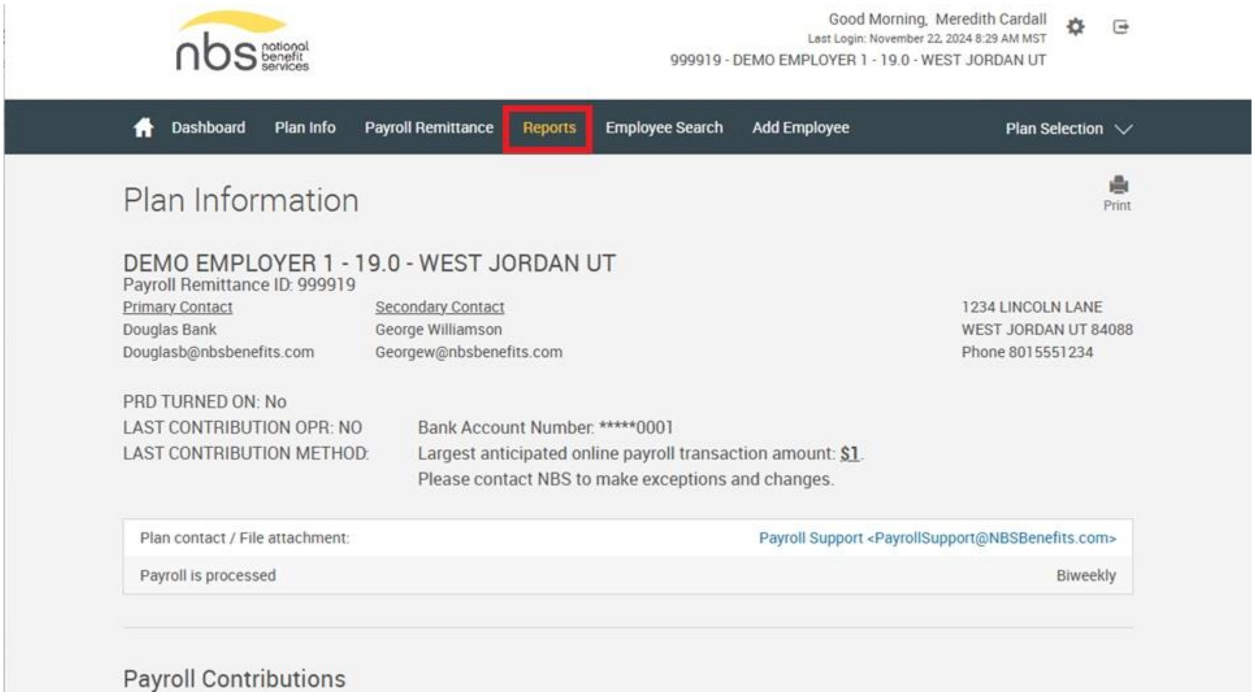


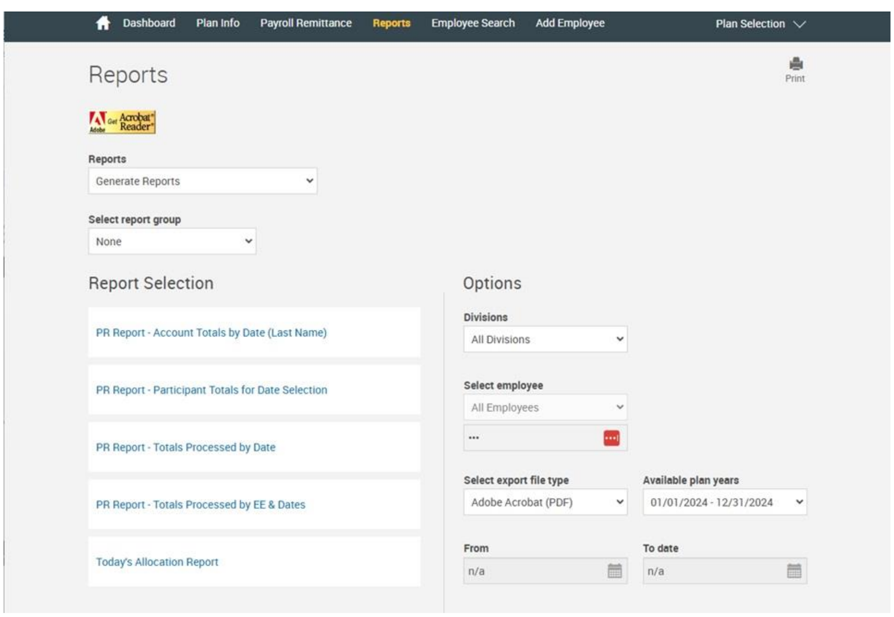


Your plan Dashboard will load.

Choose Reports

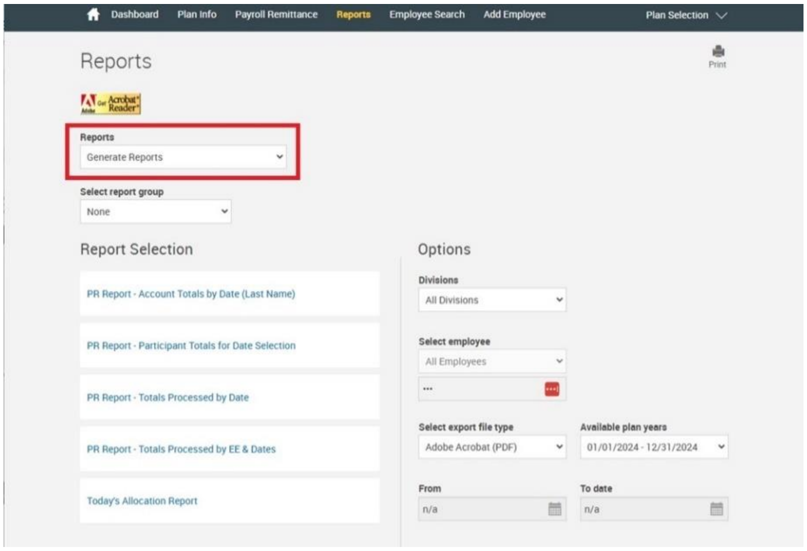
To pull a report, on the dark toolbar at the top, select "Reports."





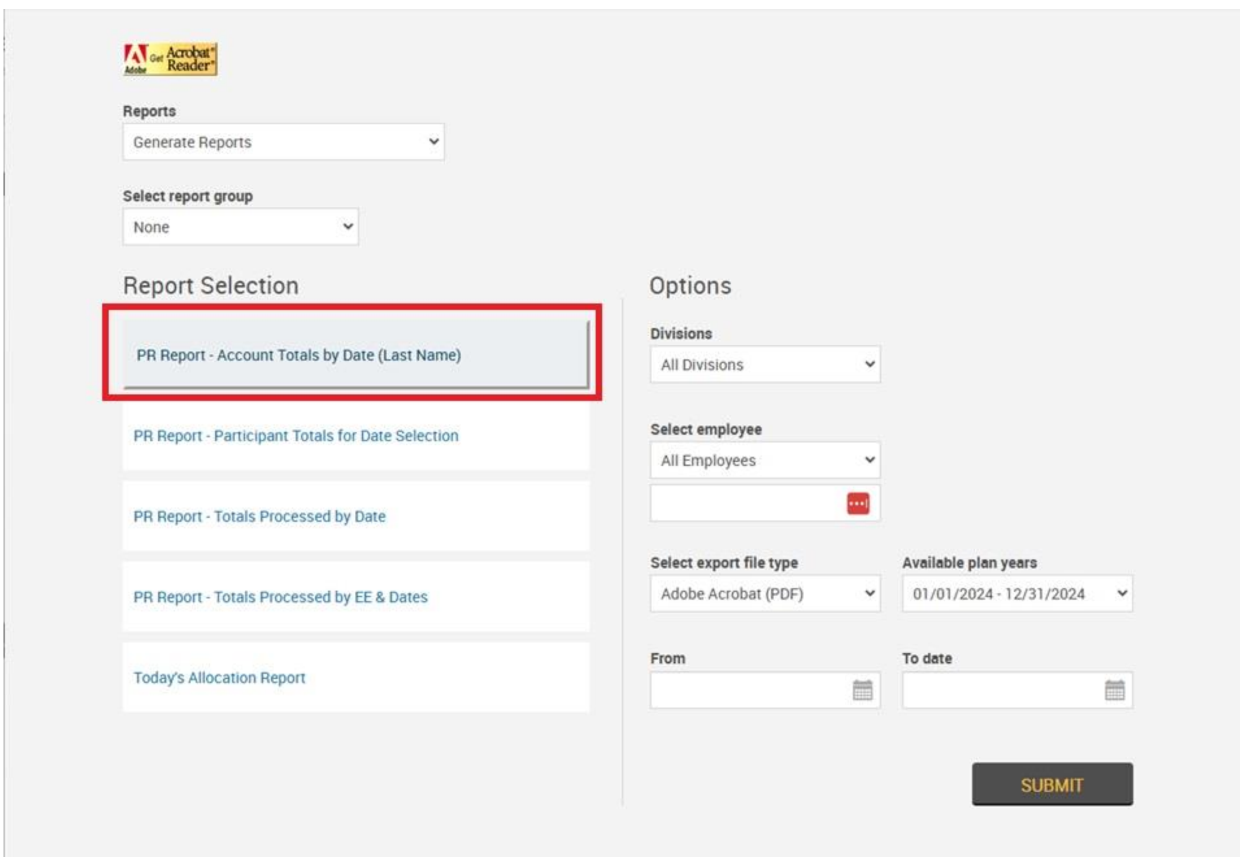
The "Reports" screen will come up. **Be sure that you have pop-ups enabled for this website.** You can most likely allow pop-ups in your browser's settings under Privacy and security. Or, when a pop-up comes up, you can select the option to enable pop-ups for this site. You will need to work with your IT team if you have issues enabling pop-ups.

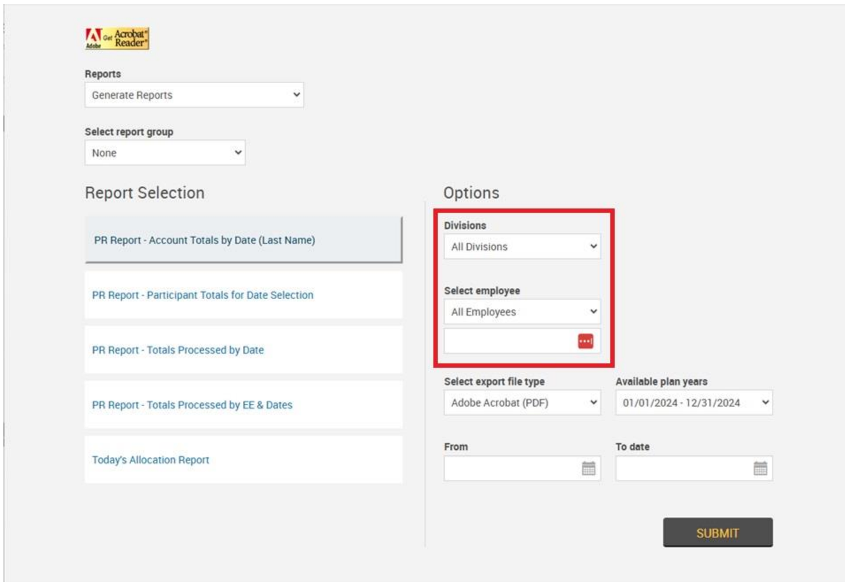
Generate Reports



Generate Reports is the default view for the Reports section of the website.

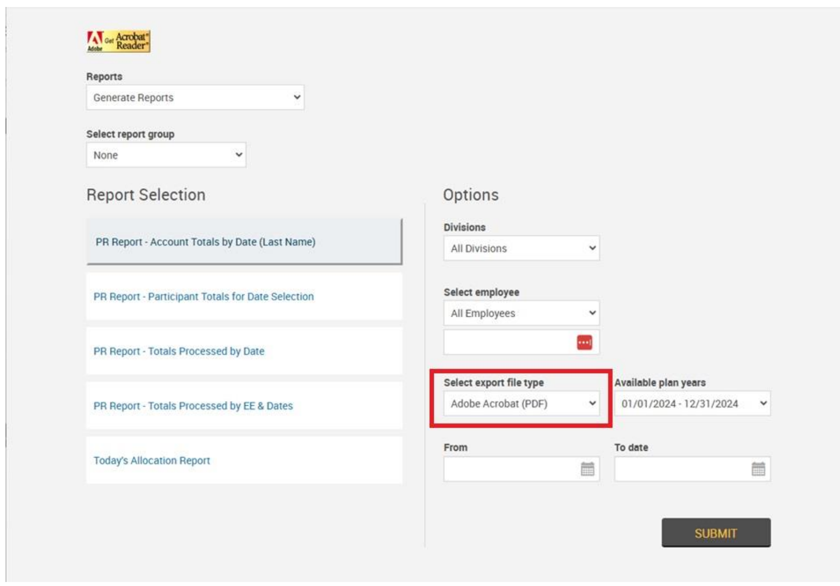
From the list of reports on the left, click the report you would like to pull. It will highlight a slightly darker color than the other reports in the list.



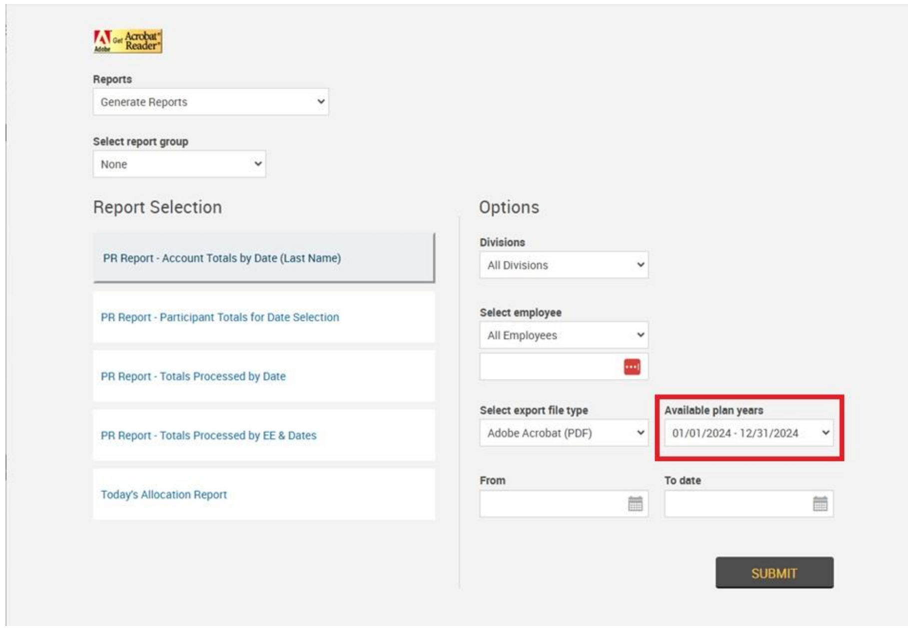


Under "Options" on the right side, "Divisions" and "Select Employee" are disabled and don't work.

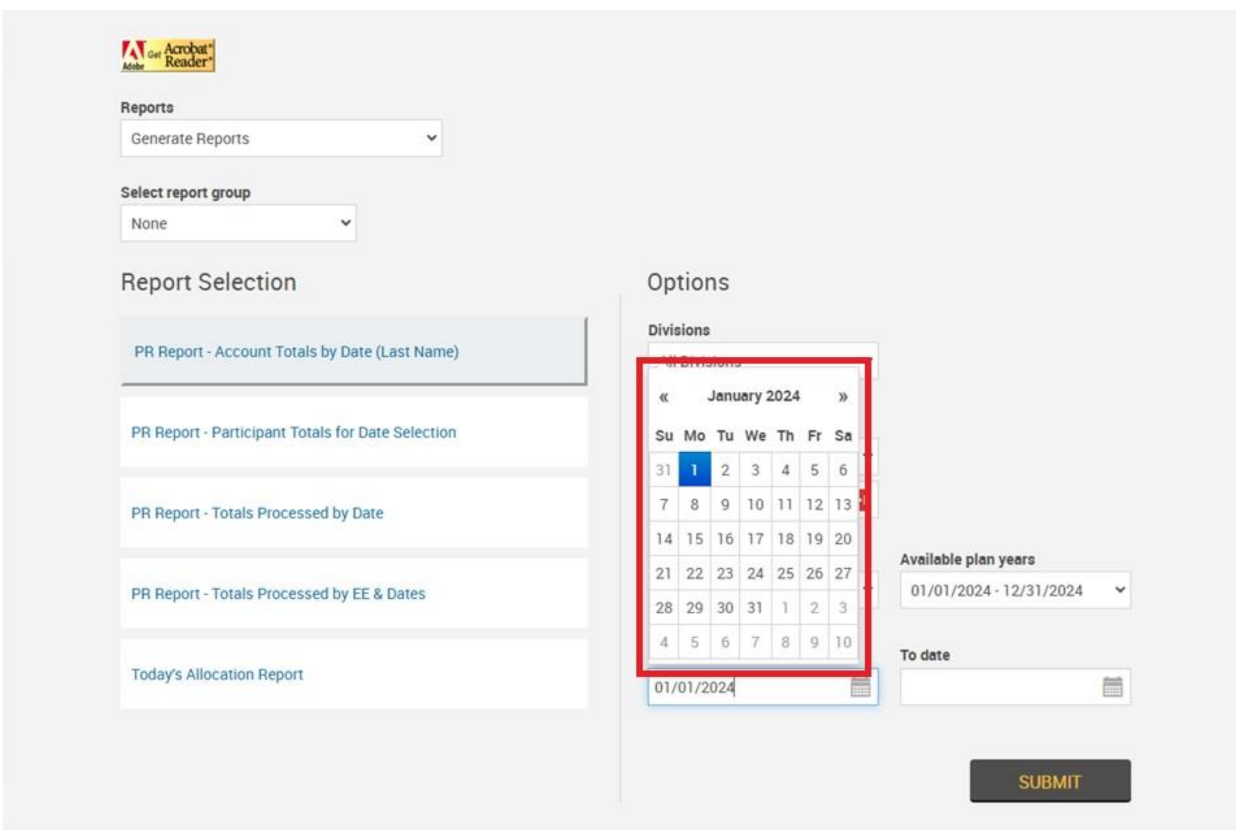
"Select export file type" will allow you to choose other file types, however, they may be difficult to read and/or manipulate. The default file type, "Adobe Acrobat (PDF)," is the cleanest and easiest to read across all report types.



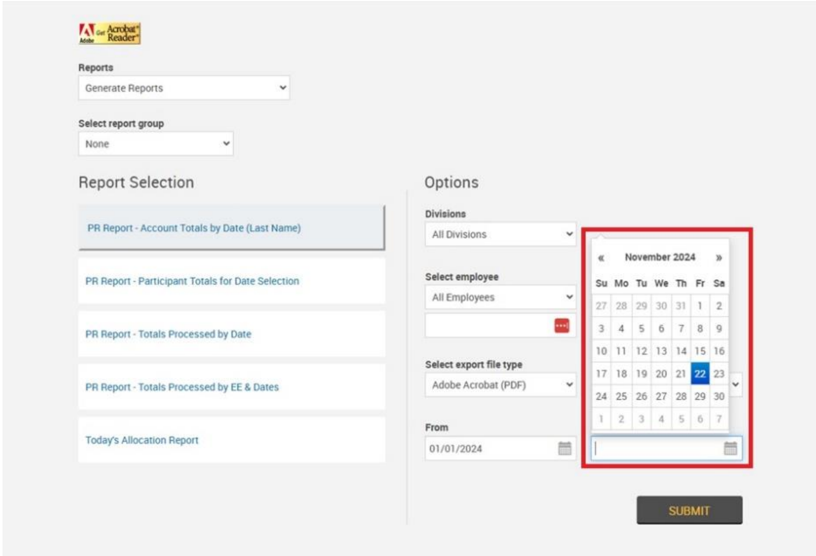
Choose the calendar year for which you would like to pull a report. Remember: transactions are processed on the day they are received (posted), two to three business days after they are submitted online. If any previous year contributions were posted during the current calendar year, they will show on the current calendar year reports in the NBS system.



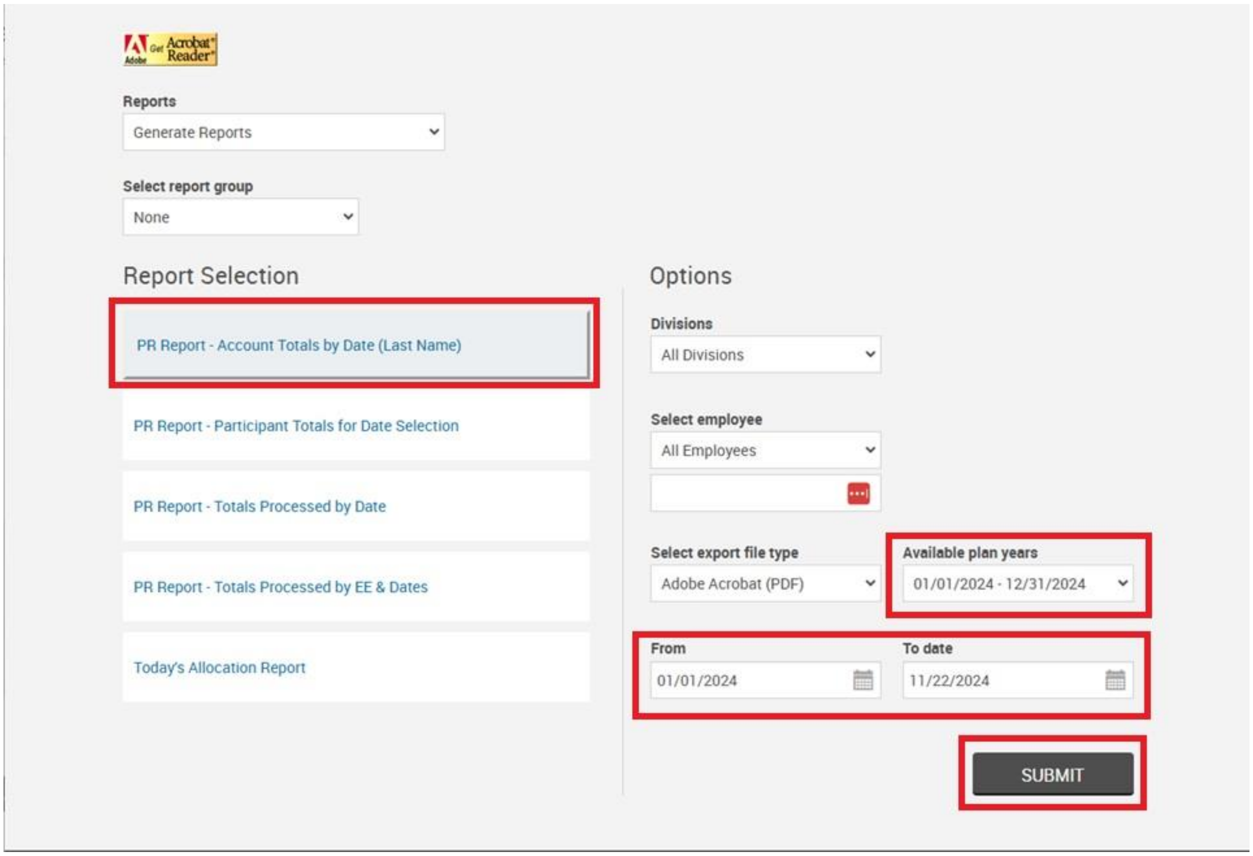
Choose your "From" date. Since this is calendar year based, you can choose January 1 of the calendar year or any date after that.



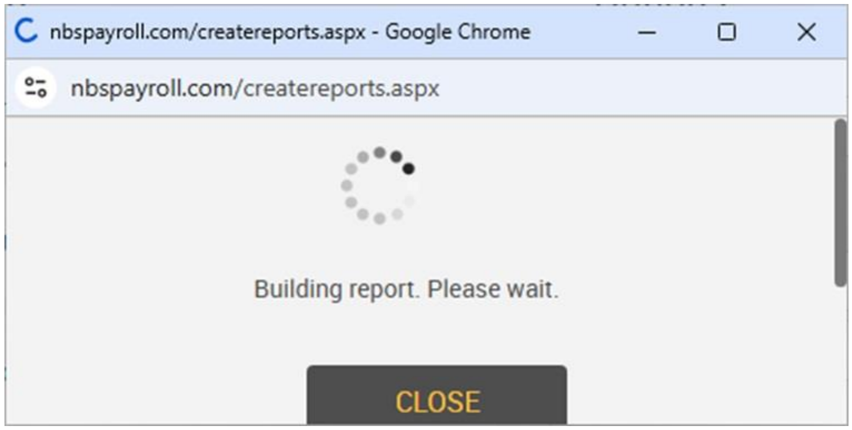
Choose your “To date.” The date cannot be any date up to 12/31 of a previous calendar year or today’s date if you’re using the current calendar year.

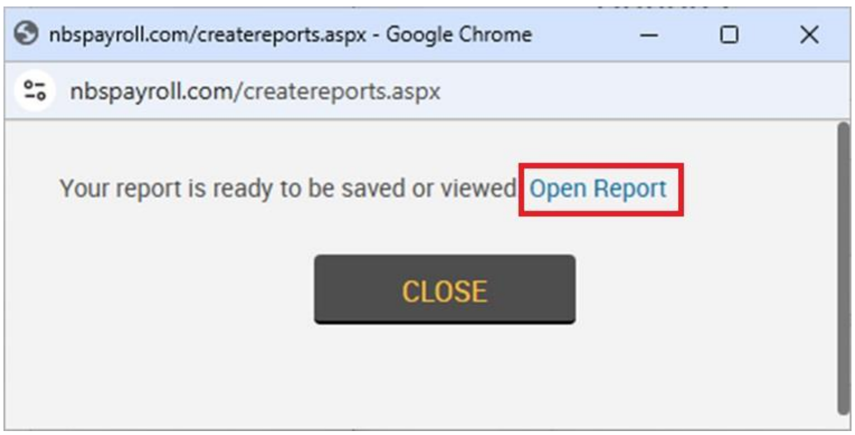


When you have all the appropriate options selected, click the “Submit” button to begin generating your report.



A pop-up will pop up letting you know that your report is being built. This may take a few minutes.





When your report is ready, your pop up will change to let you know that your report can be saved or viewed. Click on "Open Report."

There are four things that could happen now. Your browser settings control which of these things happen or not.

First, if pop-ups are not enabled, you will get a little warning symbol in the address bar of your browser. Click it to enable pop-ups for this site.

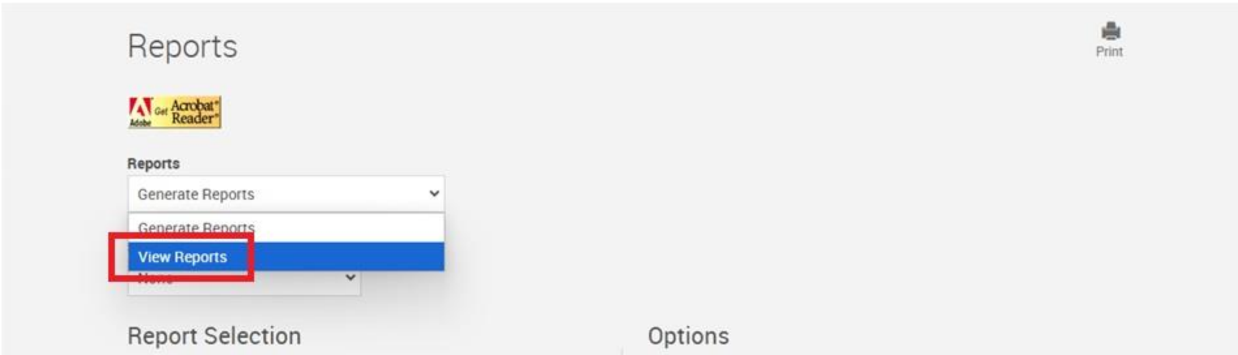
Second, your file may automatically open in a browser window.

Third, your file may automatically download to your Downloads folder or your browser's default downloads location.

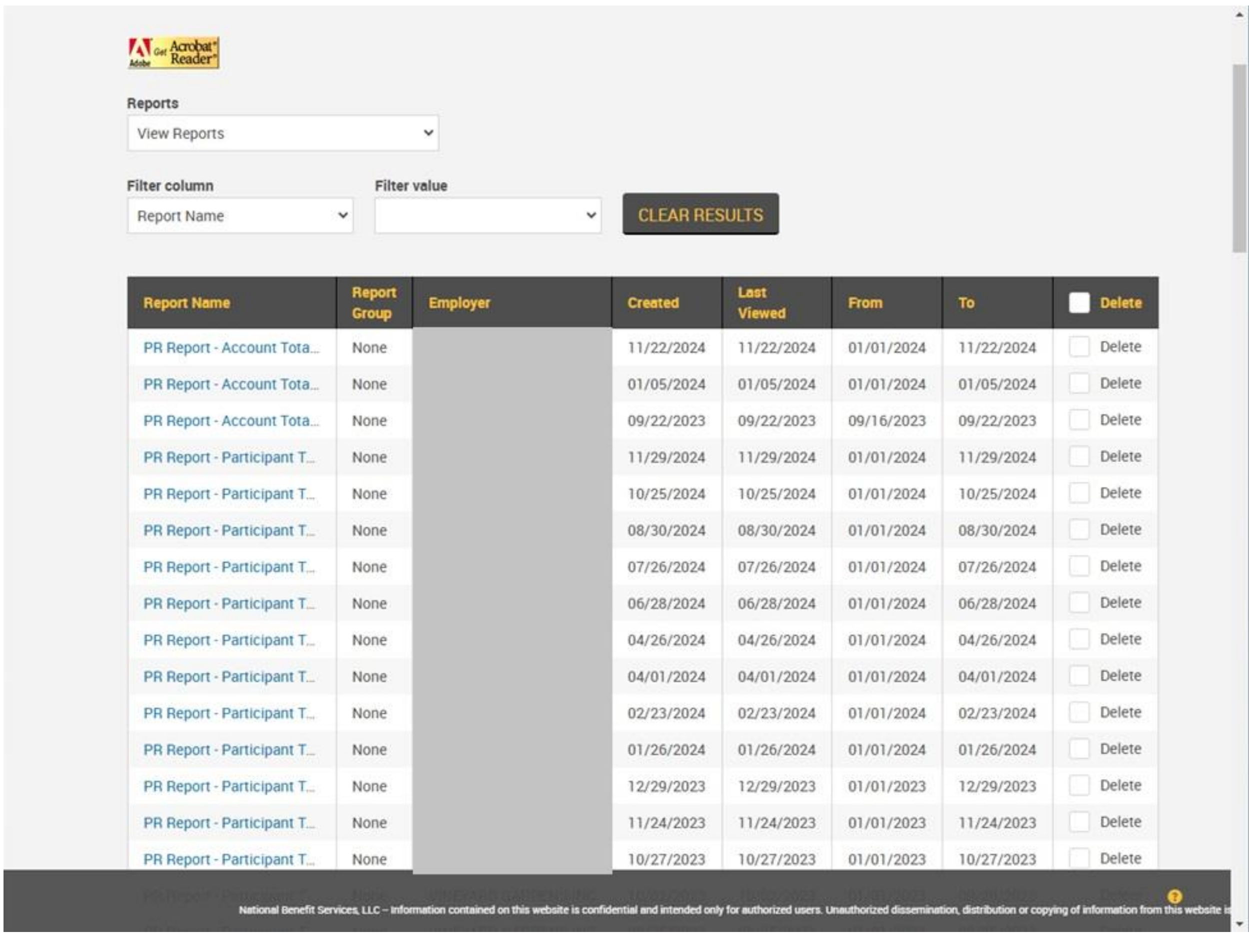
Fourth, your file may not do any of the three items above and you'll need to change your dropdown from "Generate Reports" to "View Reports."

View Reports

If you wish to view a report that has already been pulled, from the Reports screen, change the dropdown from “Generate Reports” to “View Reports.”



The Reports are organized alphabetically by Report Name.



Report Name	Report Group	Employer	Created	Last Viewed	From	To	Delete
PR Report - Account Tota...	None		11/22/2024	11/22/2024	01/01/2024	11/22/2024	Delete
PR Report - Account Tota...	None		01/05/2024	01/05/2024	01/01/2024	01/05/2024	Delete
PR Report - Account Tota...	None		09/22/2023	09/22/2023	09/16/2023	09/22/2023	Delete
PR Report - Participant T...	None		11/29/2024	11/29/2024	01/01/2024	11/29/2024	Delete
PR Report - Participant T...	None		10/25/2024	10/25/2024	01/01/2024	10/25/2024	Delete
PR Report - Participant T...	None		08/30/2024	08/30/2024	01/01/2024	08/30/2024	Delete
PR Report - Participant T...	None		07/26/2024	07/26/2024	01/01/2024	07/26/2024	Delete
PR Report - Participant T...	None		06/28/2024	06/28/2024	01/01/2024	06/28/2024	Delete
PR Report - Participant T...	None		04/26/2024	04/26/2024	01/01/2024	04/26/2024	Delete
PR Report - Participant T...	None		04/01/2024	04/01/2024	01/01/2024	04/01/2024	Delete
PR Report - Participant T...	None		02/23/2024	02/23/2024	01/01/2024	02/23/2024	Delete
PR Report - Participant T...	None		01/26/2024	01/26/2024	01/01/2024	01/26/2024	Delete
PR Report - Participant T...	None		12/29/2023	12/29/2023	01/01/2023	12/29/2023	Delete
PR Report - Participant T...	None		11/24/2023	11/24/2023	01/01/2023	11/24/2023	Delete
PR Report - Participant T...	None		10/27/2023	10/27/2023	01/01/2023	10/27/2023	Delete

If you have multiple pages of reports, there are arrows at the bottom of the report listing to navigate through the pages. The data in the “Created” and “From” and “To” fields will be helpful when trying to locate the report you pulled. When you locate the report you want to open, click on the “Report Name” to open it.

Report Selection

Each of the available reports in the system contains data related to the transactions that have been submitted through the NBS system. Any contributions, corrections, or changes made directly with Ameriprise, as well as any gains, losses, or withdrawals will not be shown in our reports.

The reports are calendar-year based and may contain previous year contributions if they were paid and/or posted during the selected calendar year.

Each report contains unique information. The PR Report - Account Totals by Date (Last Name) is the most comprehensive. Below is a description of each report and the data it contains.

PR Report – Account Totals by Date (Last Name)

This report contains the participant's name, SSN, account number, transaction information for the date selection broken down by payroll period, a subtotal for each participant, as well as a grand total for all participants for the time period.

The transaction information includes the post date (to NBS), the payroll period end date selected for that transaction, dollar amount by source, and the participant total per payroll period.

Ameriprise Payroll Remittance Report - Account Totals By Date

From 10/01/2024 To 12/19/2024

COMPANY NAME - CITY STATE

Payroll Remittance ID: 100000

Last	First	SSN	Account #	403b EE	403b ER	Military	Invest at Work	ACH	SEP IRA	SIMPLE IRA	Post Tax	Loan Pymt	PARTICIPANT TOTAL
ADAMS	JOHN	XXX-XX-1234											
			0000 0000 1234 1234 8 133										
Post Date	Payroll Date												
10/09/2024	10/09/2024			0.00	0.00	0.00	0.00	0.00	0.00	361.80	0.00	0.00	361.80
11/11/2024	11/11/2024			0.00	0.00	0.00	0.00	0.00	0.00	3,593.86	0.00	0.00	3,593.86
			0000 0000 4321 4321 5 133										
Post Date	Payroll Date												
10/09/2024	10/09/2024			0.00	0.00	0.00	0.00	0.00	0.00	178.20	0.00	0.00	178.20
11/11/2024	11/11/2024			0.00	0.00	0.00	0.00	0.00	0.00	1,770.11	0.00	0.00	1,770.11
		Subtotals		0.00	0.00	0.00	0.00	0.00	0.00	5,903.97	0.00	0.00	5,903.97
PHILLIPS	RYAN	XXX-XX-1111											
			0000 0000 1111 1111 1 133										
Post Date	Payroll Date												
10/09/2024	10/09/2024			0.00	0.00	0.00	0.00	0.00	0.00	1,852.50	0.00	0.00	1,852.50
11/11/2024	11/11/2024			0.00	0.00	0.00	0.00	0.00	0.00	292.50	0.00	0.00	292.50
12/16/2024	12/16/2024			0.00	0.00	0.00	0.00	0.00	0.00	950.63	0.00	0.00	950.63
		Subtotals		0.00	0.00	0.00	0.00	0.00	0.00	3,095.63	0.00	0.00	3,095.63

- **Red** - Participant 1
- **Blue** – Participant Name and SSN
- **Green** – Ameriprise Account Number
- **Purple** – Post Date (Date funds were posted to Ameriprise accounts – two business days AFTER they were submitted.)
- **Orange** – Pay Period End Date that was used to make contributions
- **Pink** – Dollar Amount contributed for that payroll period, by source.
- **Yellow** – Subtotal per participant.

Last	First	SSN	Account #	403b EE	403b ER	Military	Invest at Work	ACH	SEP IRA	SIMPLE IRA	Post Tax	Loan Pymt	PARTICIPANT TOTAL
YATES	MELISSA	XXX-XX-4444											
			0000 0000 3333 1111 3 133										
Post Date	Payroll Date												
10/09/2024	10/09/2024			0.00	0.00	0.00	0.00	0.00	0.00	1,685.00	0.00	0.00	1,685.00
11/11/2024	11/11/2024			0.00	0.00	0.00	0.00	0.00	0.00	1,685.00	0.00	0.00	1,685.00
12/16/2024	12/16/2024			0.00	0.00	0.00	0.00	0.00	0.00	1,685.00	0.00	0.00	1,685.00
		Subtotals		0.00	0.00	0.00	0.00	0.00	0.00	5,055.00	0.00	0.00	5,055.00
		PLAN TYPE TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	19,454.60	0.00	0.00	
												GRAND TOTAL	19,454.60

The bottom of the report shows the total by plan type (funding type/source) for all participants, as well as a grand total for all participants.

PR Report – Participant Totals for Date Selection

This report contains the participant's name, SSN, dollar amount contributed by source, the participant total, and a grand total.

This is for a single date or date range. It does not break the totals down by transaction or payroll period end date.

This report may be helpful for quarterly, semi-annual, or yearly checks to be sure that the contributions made match up to payroll records for that timeframe.

12/19/2024

nbs national benefit services

Ameriprise Payroll Remittance Report - Participant Totals

From 12/01/2024 To 12/19/2024

COMPANY NAME - CITY STATE **Payroll Remittance ID:** **100000**

Last	First	SSN	403b EE	403b ER	Military	Invest at Work	ACH	SEP IRA	SIMPLE IRA	Post Tax	Loan Pymt	PARTICIPANT TOTAL
ADAMS	JOHN	XXX-XX-1234	0.00	0.00	0.00	0.00	0.00	0.00	215.20	0.00	0.00	215.20
PHILLIPS	RYAN	XXX-XX-1111	0.00	0.00	0.00	0.00	0.00	0.00	264.82	0.00	0.00	264.82
WILLIAMS	DAVID	XXX-XX-3333	0.00	0.00	0.00	0.00	0.00	0.00	299.97	0.00	0.00	299.97
YATES	MELISSA	XXX-XX-4444	0.00	0.00	0.00	0.00	0.00	0.00	122.52	0.00	0.00	122.52
PLAN SOURCE TOTALS			0.00	0.00	0.00	0.00	0.00	0.00	902.51	0.00	0.00	
											GRAND TOTAL	902.51

Please check this against the corresponding pay file(s) to make sure the totals are correct. The payroll date used to submit contributions does not affect how those contributions are processed at Ameriprise in any way. Payments are recorded by their processed date.

Red - Participant Info

Blue – Dollar Amount contributed for each participant during the timeframe of the report, by source.

Green – Totals for all participants by plan type (funding type/source)

Purple – Grand total for all participants and sources.

PR Report – Totals Processed by Date

This report contains a summary of the total processed by date. It does not include any employee information. It includes processed date, payroll period end date used, total dollar amount by source, date total, and the grand total for all dates pulled.

This report may be useful for matching totals for each payroll period in a particular timeframe against payroll records. Then, if there are discrepancies, you may wish to pull either the PR Report – Account Totals by Date or the PR Report – Totals Processed by EE & Date.

12/19/2024

Ameriprise Payroll Remittance Report - Totals Processed By Date

From 12/01/2024 To 12/19/2024

COMPANY NAME - CITY STATE **Payroll Remittance ID:** **100000**

Processed Date	Payroll Date Used	403b EE	403b ER	Military	Invest at Work	ACH	SEP IRA	SIMPLE IRA	Post Tax	Loan Pymt	DATE TOTAL
12/06/2024	12/06/2024	0.00	0.00	0.00	0.00	0.00	0.00	1,445.67	0.00	0.00	1,445.67
12/13/2024	12/13/2024	0.00	0.00	0.00	0.00	0.00	0.00	653.38	0.00	0.00	653.38
	PLAN SOURCE TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	2,099.05	0.00	0.00	

GRAND TOTAL **2,099.05**

Red - Post Date (Date funds were posted to Ameriprise accounts – two business days AFTER they were submitted).

Blue – Pay Period End Date that was used to make contributions.

Green – Dollar Amount contributed for all participants by plan type (funding type/source).

Purple – Total dollar amount contributed for all participants.

Orange – Totals for all participants and payroll periods by plan type (funding type/source).

Yellow – Grand total for all participants and sources.

PR Report – Totals Processed by EE & Dates

This report can be pulled for a single date or a date range. It includes the breakdown by Participant, then by Processed Date (date posted to NBS) and the payroll period end date that was used to make the contribution. It includes the participant's name, list of transactions by processed date, payroll period end date used to make the transaction, dollar amount contributed by source, participant total per transaction. It does NOT include a participant total for the entire date range. It does include a grand total for all participants and all transactions.

12/19/2024

Ameriprise Payroll Remittance Report - Totals Processed By Participant & Date

From 12/01/2024 To 12/19/2024

COMPANY NAME - CITY STATE

Payroll Remittance ID: **100000**

Last / Processed Date	First / Payroll Date Used	SSN / 403b EE	403b ER	Military	Invest at Work	ACH	SEP IRA	SIMPLE IRA	Post Tax	Loan Pymt	DATE TOTAL
ADAMS	JOHN	XXX-XX-1234									
12/06/2024	12/06/2024	0.00	0.00	0.00	0.00	0.00	0.00	108.04	0.00	0.00	**108.04**
12/13/2024	12/13/2024	0.00	0.00	0.00	0.00	0.00	0.00	107.16	0.00	0.00	**107.16**
JONES	JERI	XXX-XX-4321									
12/06/2024	12/06/2024	0.00	0.00	0.00	0.00	0.00	0.00	264.82	0.00	0.00	**264.82**
PHILLIPS	RYAN	XXX-XX-1111									
12/06/2024	12/06/2024	0.00	0.00	0.00	0.00	0.00	0.00	152.10	0.00	0.00	**152.10**
12/13/2024	12/13/2024	0.00	0.00	0.00	0.00	0.00	0.00	147.87	0.00	0.00	**147.87**

Red - Participant 1

Blue – Participant Name and SSN

Purple – Post Date (Date funds were posted to Ameriprise accounts – two business days AFTER they were submitted.)

Orange – Pay Period End Date that was used to make contributions

Pink – Dollar Amount contributed for that payroll period, by source.

Yellow – Total dollar amount contributed for that participant for that payroll period. (No subtotal per participant on this report.)

YATES	MELISSA	XXX-XX-4444									
12/06/2024	12/06/2024	0.00	0.00	0.00	0.00	0.00	0.00	64.55	0.00	0.00	**64.55**
12/13/2024	12/13/2024	0.00	0.00	0.00	0.00	0.00	0.00	93.05	0.00	0.00	**93.05**
PLAN SOURCE TOTALS		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,123.11**	**0.00**	**0.00**	
									GRAND TOTAL		**1,123.11**

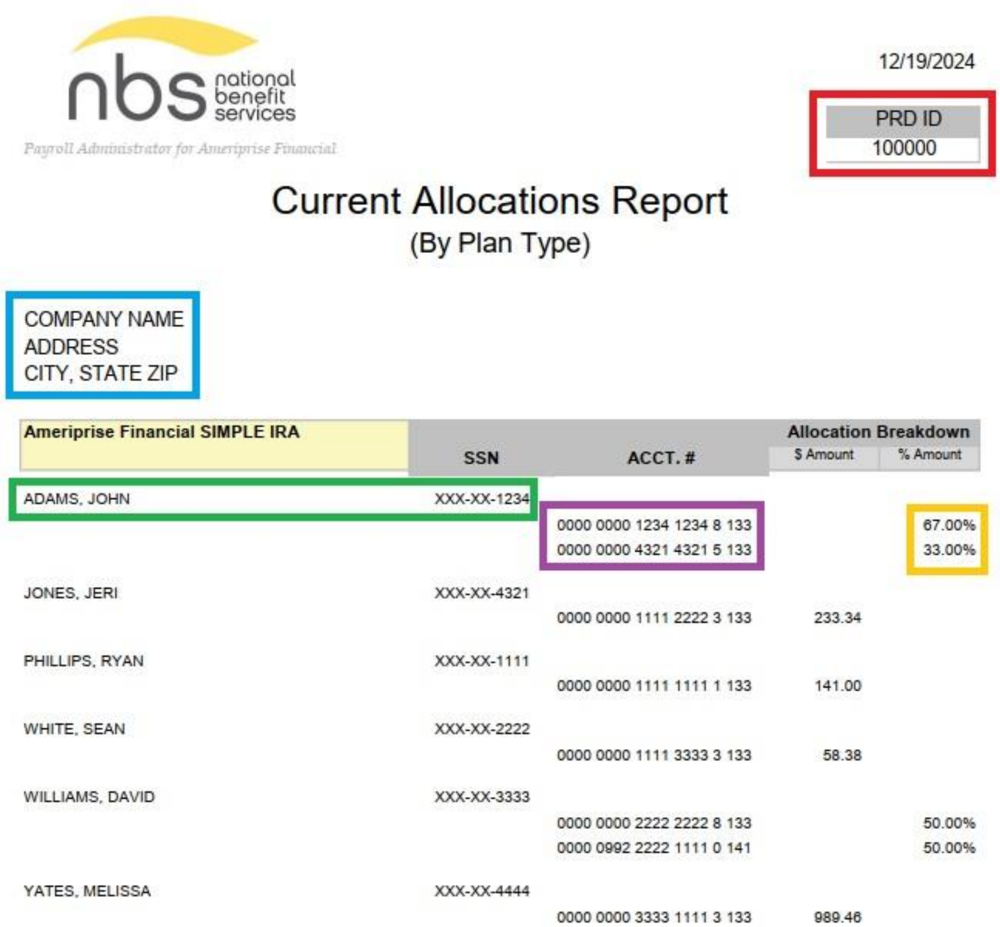
The bottom of the report shows the total by plan type (funding type/source) for all participants, as well as a grand total for all participants.

PR Report – Today's Allocation Report

This report is a list of participants who are considered active in your plan. This means that they were not reported to NBS as terminated or that their accounts have been closed. Reporting or adding a termination or account closure for a participant does not remove them from your participant list in the processing area. It removes them from this report and from the Payroll Reduction Detail form, which most Online Payroll Remittance clients do not receive or use.

This report is organized by Source/Plan Type.

It includes participant name, SSN, account number, and expected allocation amount (either a dollar amount or a percentage) as it was last updated in our system.



Payroll Administrator for Ameriprise Financial

12/19/2024

PRD ID
100000

Current Allocations Report
(By Plan Type)

COMPANY NAME
ADDRESS
CITY, STATE ZIP

Ameriprise Financial SIMPLE IRA	SSN	ACCT. #	Allocation Breakdown $ Amount	Allocation Breakdown % Amount
ADAMS, JOHN	XXX-XX-1234	0000 0000 1234 1234 8 133		67.00%
		0000 0000 4321 4321 5 133		33.00%
JONES, JERI	XXX-XX-4321	0000 0000 1111 2222 3 133	233.34	
PHILLIPS, RYAN	XXX-XX-1111	0000 0000 1111 1111 1 133	141.00	
WHITE, SEAN	XXX-XX-2222	0000 0000 1111 3333 3 133	58.38	
WILLIAMS, DAVID	XXX-XX-3333	0000 0000 2222 2222 8 133		50.00%
		0000 0992 2222 1111 0 141		50.00%
YATES, MELISSA	XXX-XX-4444	0000 0000 3333 1111 3 133	989.46	

Red – PRD ID number, also called the Payroll Remittance ID number, Plan ID, or Group Bill ID

Blue – Company Name and Address

Green – Participant Name & SSN

Purple – Ameriprise account number(s) assigned to this participant

Orange – Amount of funds going into the participant's account. **

**If the participant has one account, it will either be a dollar amount or 100% (meaning that 100% of the funds contributed will go into that account). If the participant has multiple accounts, it will either be a specific dollar amount going into each account or the total percentage will equal 100% (meaning that *x* percentage of all the funds contributed will go into account 1 and *y* percentage of all the funds contributed will go into account 2).

PRD (Payroll Reduction Detail) Form

The Payroll Reduction Detail form is typically used by employers who are mailing in a paper check and processing detail to the Ameriprise home office. For employers who participate in Online Payroll Remittance, this form can be downloaded or printed if a “statement” of some kind is required for your bookkeeping.

nbs national benefit services

Payroll Administrator for Ameriprise Financial

Payroll Reduction Detail (PRD)

Mail with check payable to:
Ameriprise Financial Services, Inc.
70213 Ameriprise Financial Center
Minneapolis, MN 55474

Payroll Date	PRD ID
12/27/2024	100000

COMPANY NAME
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP

Ameriprise Financial SIMPLE IRA	SSN	Total Expected Amount	Total Actual Amount (If Different)	Permanent Change
ADAMS, JOHN	XXX-XX-1234	Varies		☐
JONES, JERI	XXX-XX-4321	233.34		☐
PHILLIPS, RYAN	XXX-XX-1111	141.00		☐
WHITE, SEAN	XXX-XX-2222	58.38		☐
WILLIAMS, DAVID	XXX-XX-3333	Varies		☐
YATES, MELISSA	XXX-XX-4444	989.46		☐
Additional Employee				
Additional Employee				
Subtotal		Varies		

Total	Total Expected Amount	Total Actual Amount (If Different)
Grand Total	Varies	

Please return this entire Payroll Reduction Detail (PRD) with payment to the address above or fax to (801) 838-7311. If you write on this form please use dark ink. If you have questions or concerns about this PRD, please call National Benefit Services, LLC at (877) 938-7310, 8 AM - 6 PM, Central time.

If your employees have specific questions about their Ameriprise Financial account, please have them contact their Ameriprise Financial advisor or call Ameriprise Financial directly at (800) 862-7919, 7 AM - 6 PM, Central time.

Red – Payroll Period End Date

Blue – PRD ID number, also called the Payroll Remittance ID number, Plan ID, or Group Bill ID

Green – Company Name and Address in our system

Purple – Plan type or funding source

Orange – Participant information including: name, last four digits of the SSN, and the Expected Amount as it was last updated in our system.

Pink – Actual amount to be allocated to the participant's account, if it's a different number than the Expected Amount.

Yellow – Permanent change. This box should be checked if you want the participant's Expected Amount updated to the amount that is in the Actual Amount box.

Lime Green – If you need to add an additional participant to your plan, you can write in the name, SSN, Expected Amount. We will request that the Ameriprise home office add the participant to the plan.

If your plan sends paper checks and processing detail, you can request changes on the copy of the form that is mailed to you. Please include a copy of the completed form (with changes) when you send in your check.

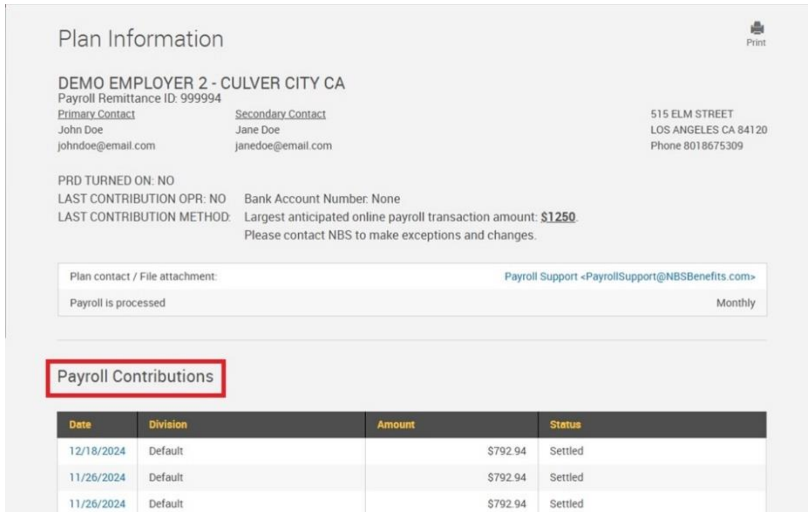
If your plan participates in Online Payroll Remittance you can fax a copy of the form with the requested changes to 801-838-7311 or send a secure email to payrollsupport@nbsbenefits.com. Please note that removing someone from your Payroll Reduction Detail form will NOT remove them from your employee list on the website. We cannot completely remove participants from the employee list. Please see PSW User Guide – Copy From Previous under Training Materials on the NBS Payroll website if you wish to not see the participant's name in your payroll period.

Other Information Reporting

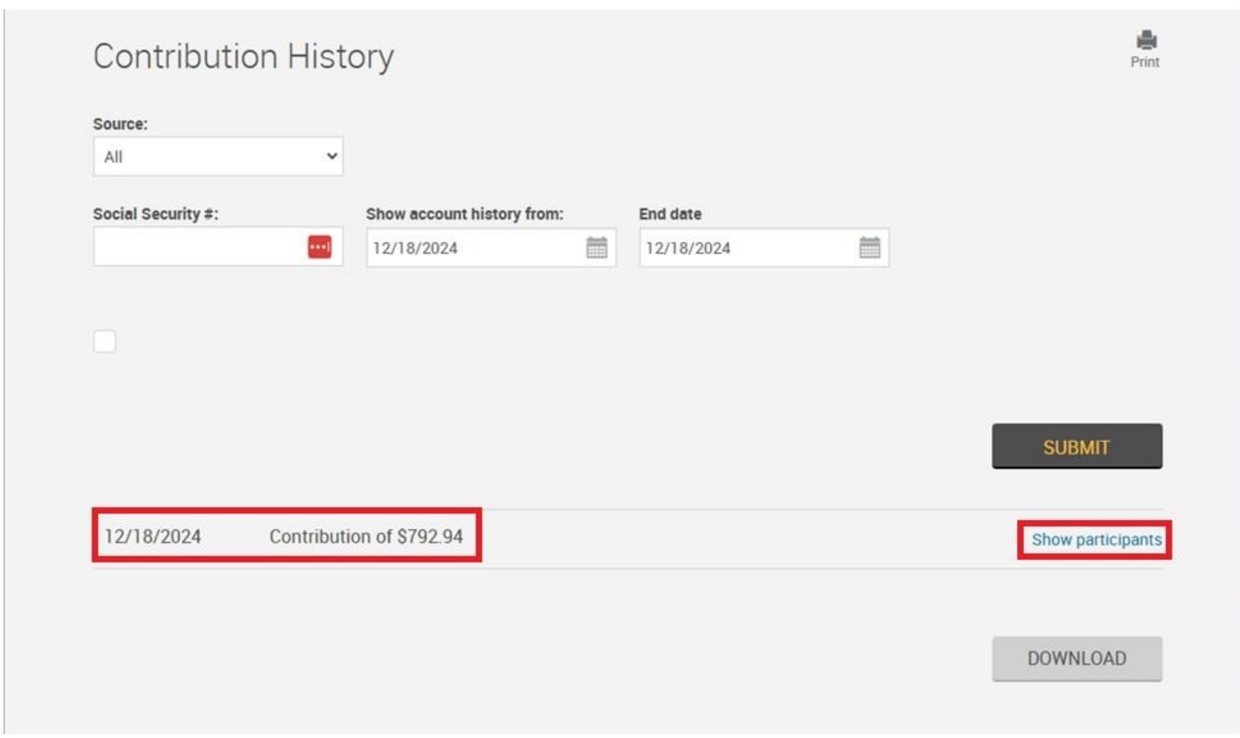
Outside of our “Reports” section, we have several other ways to find contribution information.

Payroll Contributions

When you log in to your plan, below your plan information, you will see “Payroll Contributions” which contains the last several contributions that have been posted to your Ameriprise accounts (two to three business days after they are submitted on the website). If you click on the blue “Date” for one of the contributions, you can get more details about the contribution.



You can see the date and contribution amount. If you click on “Show participants” you will see the contribution amount per person.

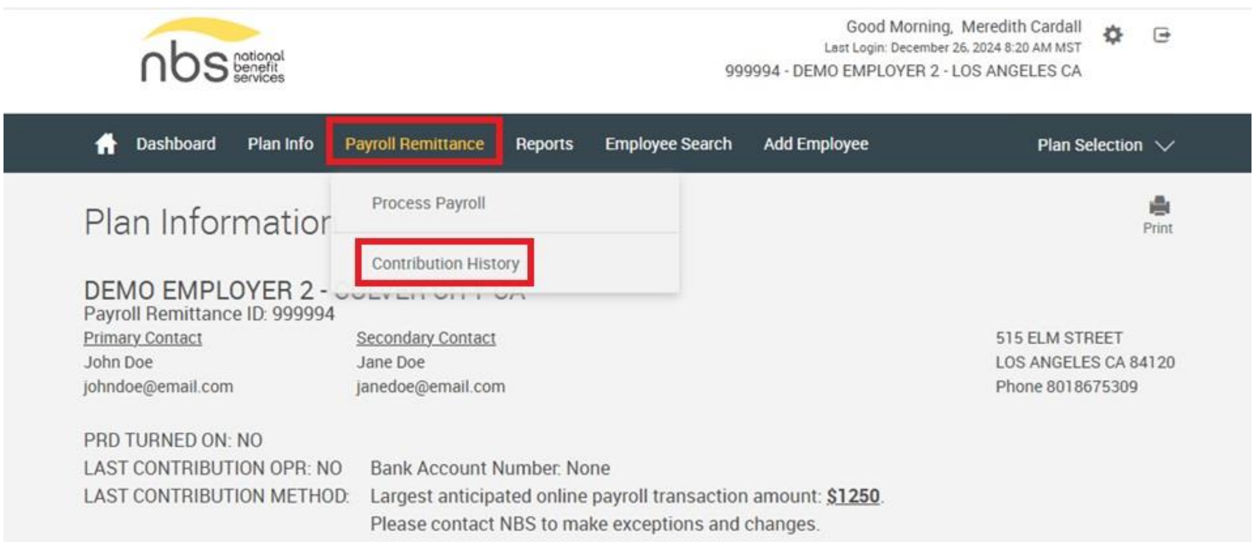


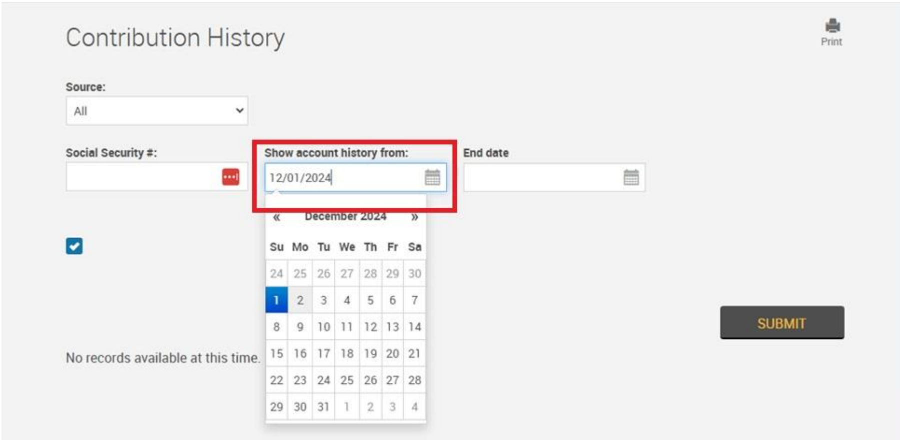
You can click on “Return to parent transaction” to go back or “Download” to download a .csv file with transaction information.

Contribution History

If you would like to see a quick look at the posted transactions for your plan for a specific date range, that wasn’t in the “Payroll Contributions” section on the Plan Information page, you can pull a Contribution History.

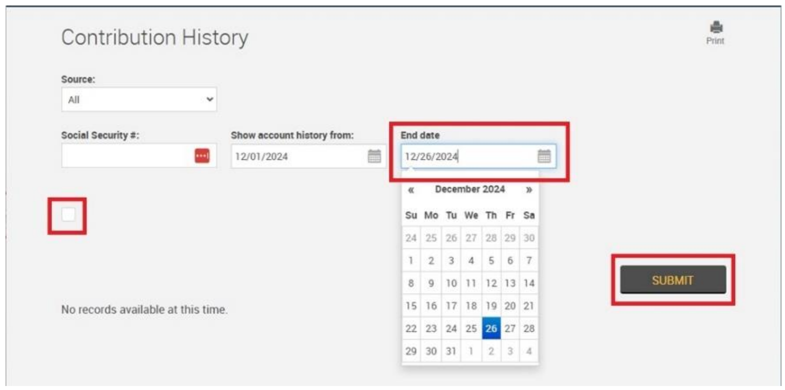
From your plan’s home page (or any page where you can see the original toolbar), click on “Payroll Remittance.” Then, select “Contribution History.”



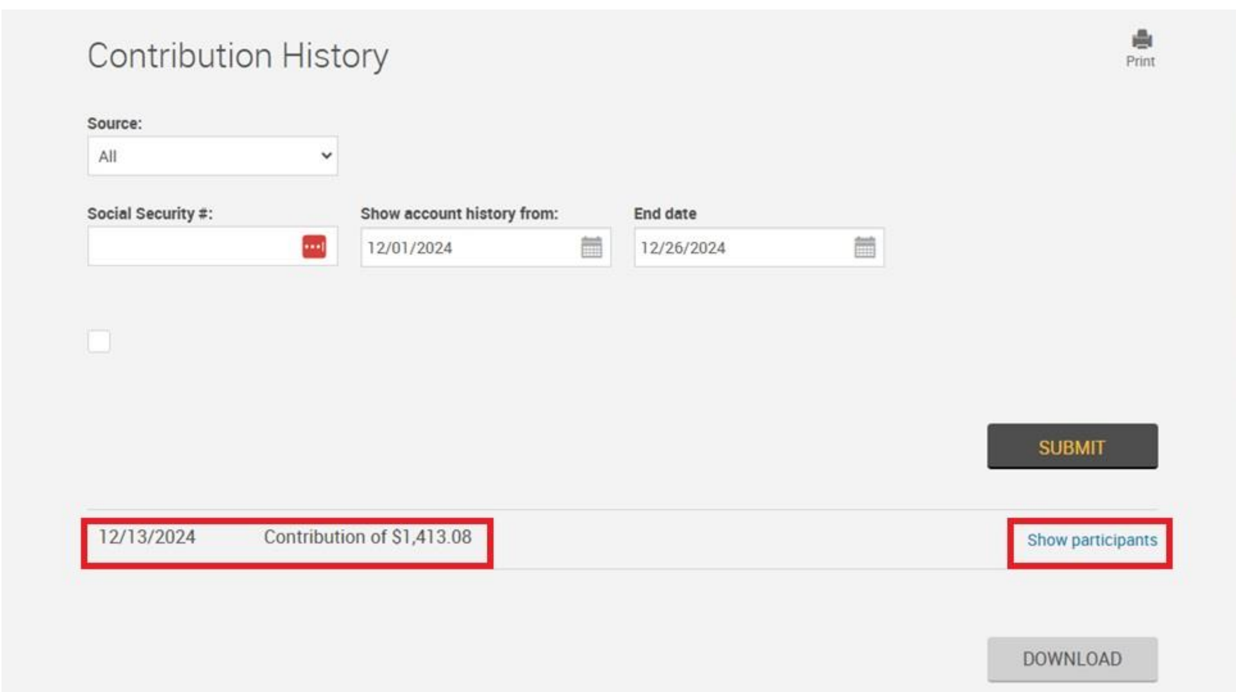


Choose your "From" date:

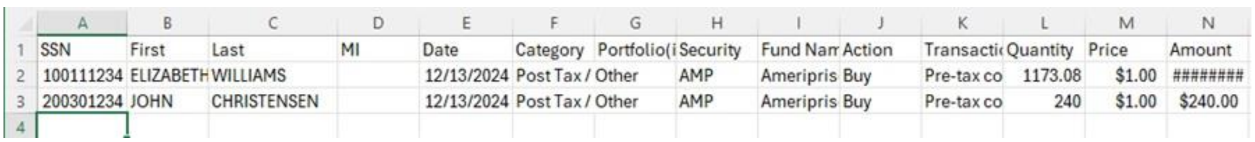
Choose your "End date," make sure the check box on the left side of the screen is NOT checked. Then click the "Submit" button.



You can view the total dollar amount for the transaction by date. If you want more details, you can click on "Show Participants."



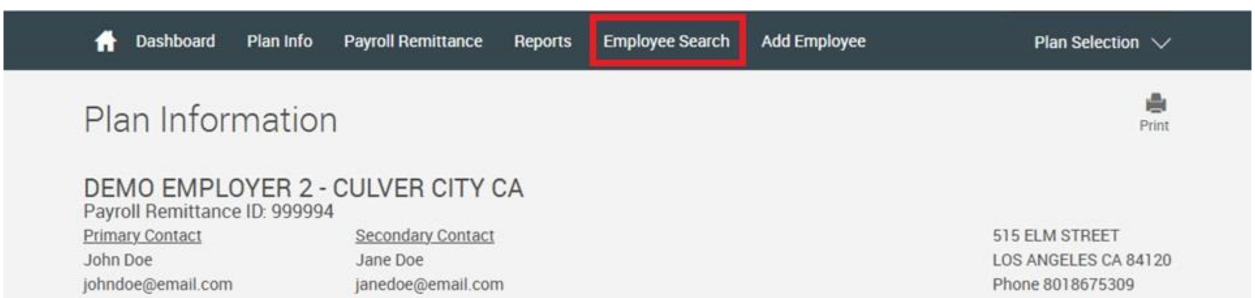
This will show you the participants by name with the dollar amount allocated to each participant. You can either “Return to parent transaction” to go back a page or you can click “Download” to download a copy of the transaction information in .csv format.

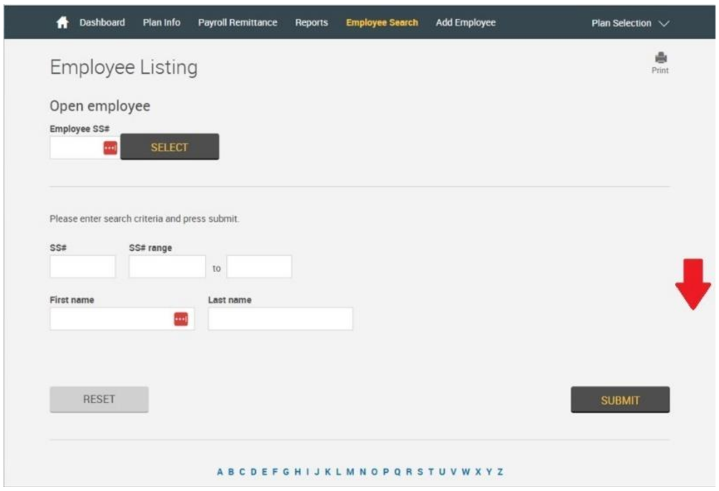


	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	SSN	First	Last	MI	Date	Category	Portfolio(i	Security	Fund Nam	Action	Transacti	Quantity	Price	Amount
2	100111234	ELIZABETH	WILLIAMS		12/13/2024	Post Tax / Other		AMP	Ameripris	Buy	Pre-tax co	1173.08	$1.00	########
3	200301234	JOHN	CHRISTENSEN		12/13/2024	Post Tax / Other		AMP	Ameripris	Buy	Pre-tax co	240	$1.00	$240.00
4														

Participant Contribution History

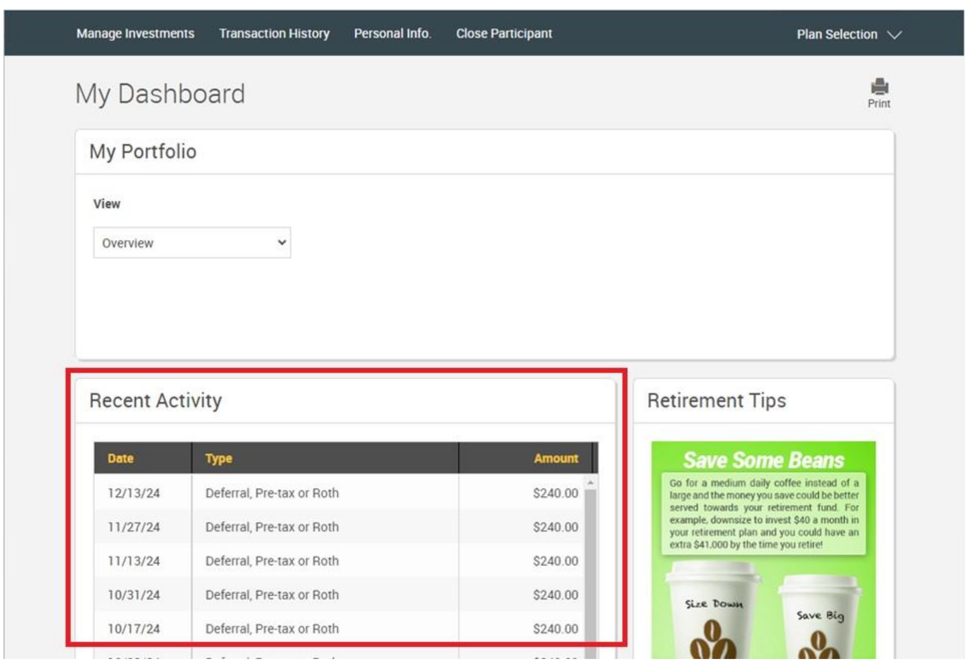
If you want to view the contribution history for a single participant, you can do that from the “Employee Search” page. From the Plan Information page (or any page where you can see the original toolbar), click on “Employee Search.”





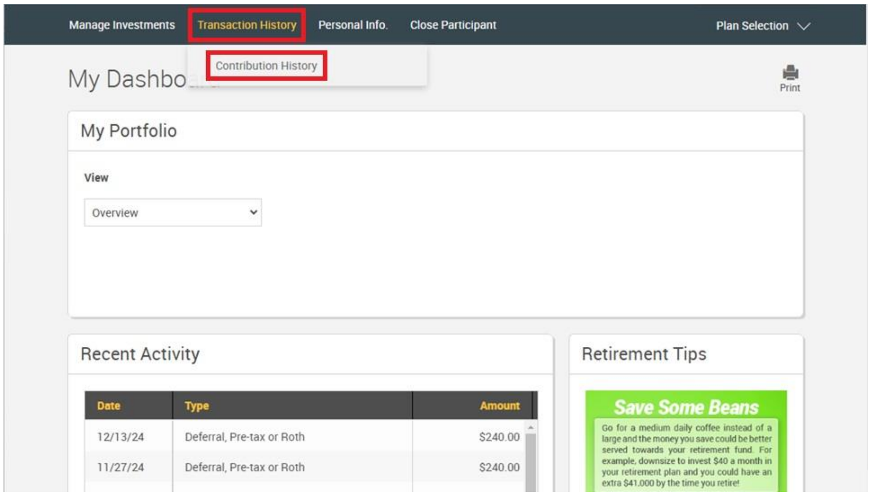
Scroll down to see the list of employees in alphabetical order. If you have a large plan, you can select the blue letter to filter all participants with a last name that starts with that letter.

Click on the blue SS# that belongs to the person whose contribution history you'd like to view.

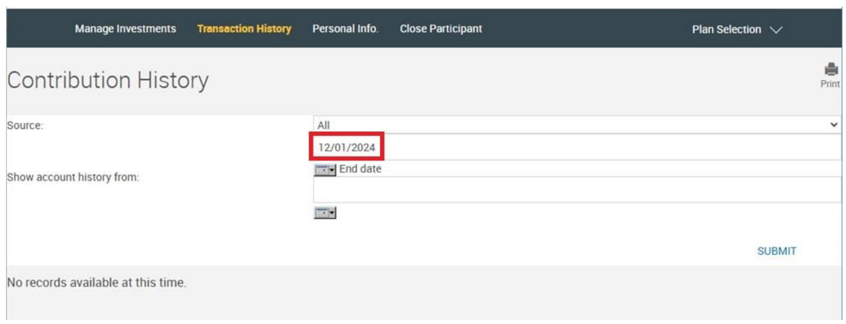


If you just want a quick glance at the last few contributions made for that participant, you can see them under "Recent Activity."

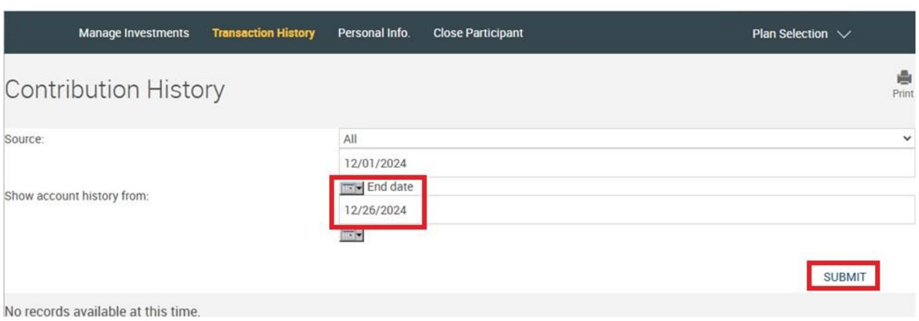
If you want more extensive history or want to download or print the history, click on “Transaction History” then on “Contribution History.”



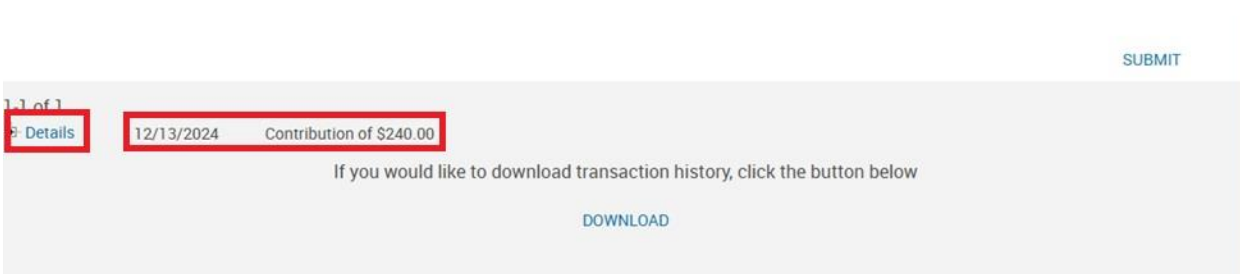
Change the “From” date to the beginning of the date range.

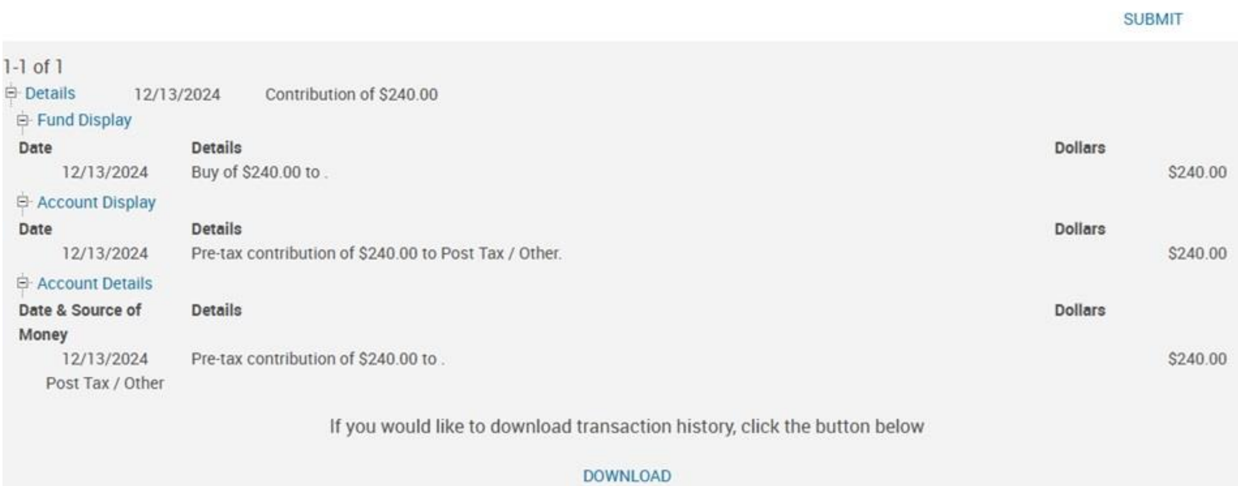


Change the “End date” then click the “Submit” button.

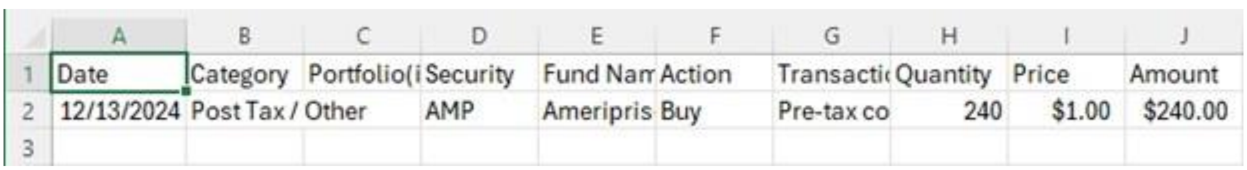


You can see the date and dollar amount of the contribution for this participant. If you click the “Details” link you can see more information about this transaction.





You can click “Download” to download the participant’s contribution history as a .csv file. Please note that there is not any identifying information in the file. If you are planning to download reports for individual participants, you may wish to add their name or other identifying information to the download file name.



	A	B	C	D	E	F	G	H	I	J
1	Date	Category	Portfolio(i	Security	Fund Nam	Action	Transacti	Quantity	Price	Amount
2	12/13/2024	Post Tax / Other		AMP	Ameripris	Buy	Pre-tax co	240	$1.00	$240.00
3										

When you are done with this participant, click on “Close Participant” to choose another participant.